

Understanding How the Paper Campaign Works

- As your agency's Campaign Coordinator, send an email to your employees, letting them know about the campaign, the campaign dates, and their options to pledge.
- If you as the Campaign Coordinator know that your agency employee(s) do not have Internet access to online pledging, you may give them each the new "3 EZ Ways to Pledge" form. This is available at www.sec.state.id.us (under Information for Coordinators).
- Place a copy of the "3 EZ Ways" form in the employees' mailbox or inbasket.
- If the employee chooses Option 2 (Pledge on Paper) on the "3 EZ Ways" form to you, you can follow through by giving the employee a paper copy of the pledge form and a paper copy of the booklet of charitable agencies (available at www.sec.state.id.us). The employee should give the completed paper pledge form, and the charitable agency booklet, back to you for final processing.
- If the employee chooses Option 3 (Do What I Did Last Year), you need to take their signed and dated "3 EZ Ways to Pledge" form to Payroll for research into last year's donor agencies and amounts and finally for entry into IPOPS.